

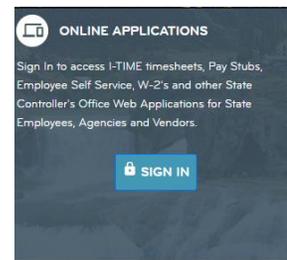


Access the Enterprise Dashboard – New User

Luma Role: Enterprise Dashboard Users.

Reason: Access to the Enterprise Dashboard for a new user. Register, obtain StateID, set password.

1. Access Enterprise Dashboard by going to **sco.idaho.gov**.
2. Locate the Online Applications box. Click **SIGN IN**.
3. Select **SCO Enterprise Dashboard** option.
4. Click **New User? Register here**.



5. Enter your existing Web Application credentials (the credentials you use to access ITIME)

- **User Name** for ITIME (generally First Name Last Name)
- **Your agency number and name** in drop down menu
- **Password** for SCO Application menu (ITIME access)



Register for the SCO Enterprise Dashboard.

Enter your existing SCO Web Application credentials.

Username

Agency
100 - Senate

Password

[Proceed with registration](#)

6. Click **Proceed with registration.**

7. Your **StateID** will display. Please take note of this number. This number is used to sign into the Enterprise Dashboard.

8. Click **Continue.**

NOTE: If you forget this number, follow the steps above to view the StateID # again.



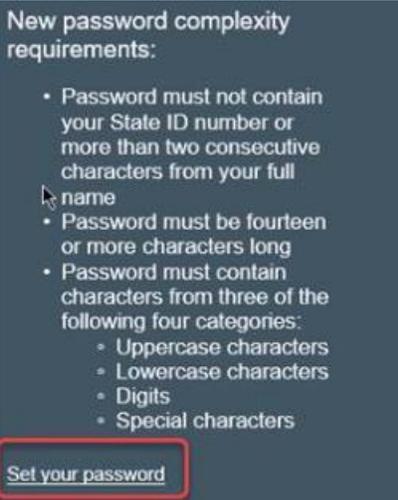
SCO | STATE OF IDAHO
CONTROLLER'S OFFICE
BRANDON D WOOLF

You have been issued the following State ID number:

[Continue](#)

9. Review complexity requirements.

10. Click **Set your password.**



New password complexity requirements:

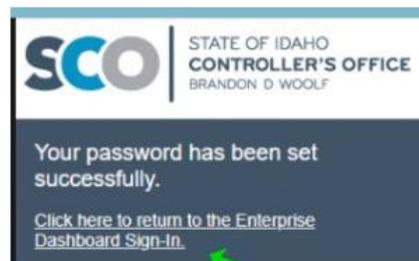
- Password must not contain your State ID number or more than two consecutive characters from your full name
- Password must be fourteen or more characters long
- Password must contain characters from three of the following four categories:
 - Uppercase characters
 - Lowercase characters
 - Digits
 - Special characters

[Set your password](#)

11. Set your initial password for the Enterprise Dashboard.
12. Click **Proceed with registration**.



13. Click [here](#) to return to the Enterprise Dashboard Sign-In.



Result

As a new user to the Enterprise Dashboard, you have successfully established your StateID and created a password.

Date (04/10/23)
Version 1